



COUNTY OF SAN DIEGO

**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SENIOR ESTATE PROPERTY SPECIALIST

Class No. 002645

■ CLASSIFICATION PURPOSE

Under general supervision, to plan, direct, and coordinate the moving of personal property of estates for safekeeping by the Health and Human Service Agency (HHS), Public Administrator/Guardian office; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Estate Property Specialist series, which is found only in the Health and Human Service Agency, Public Administrator/Guardian office. A Senior Estate Property Specialist supervises subordinates in identifying, packing, and moving the personal estate property, which has been placed in conservatorship and is under the protection of the Public Administrator/Guardian. This class differs from the next lower level Estate Property Specialist, in that the latter is the entry-level in this series, responsible for moving personal property.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

1. Plans, directs, coordinates, assigns, trains, and evaluates the work of subordinate Estate Property Specialists, temporary helpers, and other support staff in locating, identifying, packing, and moving a variety of personal property and household goods (including cash, jewelry, firearms, and flatware).
2. Inventories personal property and goods and maintains control of property in warehouse.
3. Evaluates the worth or usability of items.
4. Plans, coordinates and schedules the moving of items with departmental staff, the public, contracted movers, and trucking and towing services.
5. Coordinates the use of insecticides (e.g., flea bombs) on residential areas.
6. Maintains records and reports on labor time and mileage.
7. Prepares property and household goods for sale or return to landlord.
8. Loads and operates truck, a 1-1/2 ton or larger.
9. Maintains County trucks and moving equipment.
10. Assists the Estate Property Manager in reviewing and organizing property for disposition, and in the control of real estate lock boxes.
11. Takes photographs of property.
12. Provides responsive, high quality services to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods and practices of packing, receiving, shipping, and storing a variety of household goods and personal property.

- Warehousing procedures.
- Basic record keeping.
- Inventory practices and procedures.
- Safety practices related to lifting and moving heavy objects, handling firearms, using insecticides, and operating motor vehicles.
- Supervision/training principles and techniques.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, direct, coordinate, schedule, assign, train, and evaluate the work of subordinate staff in the identification, packing and moving of personal property and household goods.
- Identify, pack, move, and inventory a wide range of personal property.
- Evaluate the worth/usability of items.
- Maintain accurate records and reports.
- Perform basic arithmetic calculations.
- Safely operate a loaded 1-1/2 ton truck and other moving equipment.
- Read and interpret street maps.
- Empathically interact with grieving relatives of deceased clients.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: at least two (2) years of experience in locating, identifying, packing, moving, storing, and taking inventory of household, commercial, and industrial goods. Previous experience must have included one (1) year of experience supervising a work crew performing the duties listed above OR one (1) year of experience as an Estate Property Specialist for the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Constant: walking, standing, twisting of neck, twisting of waist, repetitive use of hands, power grasping of right and left hand, fine manipulation of right and left hand, and pushing and pulling of right and left hand, and lifting up to 25 pounds. Frequent: bending of the neck, bending of the waist, simple grasping of right and left hand, reaching above and below the shoulder, and lifting up to 50 pounds. Occasional: squatting, climbing, kneeling, crawling, use of dominant hand, and lifting up to 100 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Positions in this class require possession of a valid California Class C driver's license.

Certification/Registration

None required.

Working Conditions

The position involves continual heavy lifting, bending and pushing. Incumbents may be exposed to communicable disease, rodents, and unpleasant odors. In transporting furniture and boxes, incumbents may be required to climb up and down flights of stairs. May occasionally work weekends.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background check.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

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